

DOC

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CLERICAL RATING SHEET

ATTACHMENT A

SECRETARY STENO (GS-07 and Above)

NAME & GRADE

JOB PERFORMANCE - TOTAL - 75 POINTS

(40 Points)	<u>SECRETARIAL & ADMINISTRATIVE DUTIES:</u>	<u>SCORE</u>
	Provide administrative direction and leadership to secretarial and clerical personnel, responsible for developing and training subordinates, office management, document flow and control, maintain administrative records, correspondence review, ability to determine office work priorities, telephone and receptionist techniques, human relations effectiveness, decision logic, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, neat and orderly office area. Provides guidance and training to junior secretaries to enable them to act as senior secretary in her absence.	
	35 - 40 - Outstanding	
	25 - 34 - Above Average	
	15 - 24 - Average	
	0 - Below Average	

(10 Points)	<u>SHORTHAND:</u> Qualified by Agency standards in shorthand and has the ability to take shorthand and transcribe notes into an accurate draft or finished product.	
	10 - 0 - Yes	
	0 - No	

(15 Points)	<u>TYPING:</u> The ability to quickly, accurately, and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc., in the prescribed format.	
	11 - 15 - Above Average	
	6 - 10 - Average	
	0 - 5 - Below Average	

(10 Points)	<u>TECHNICAL ABILITY:</u> The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.	
	8 - 10 - Above Average	
	4 - 7 - Average	
	0 - 3 - Below Average	

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PERSONAL QUALIFICATIONS & CONSIDERATIONS - TOTAL - 20 POINTS SCORE

(10 Points) PERSONALITY:

The ability to get along with others - subordinates, contemporaries, and supervisors - to have honesty, integrity and tact; to be pleasant, dependable and regular in attendance; to be able to communicate well; to have acceptable attitudes and work habits.

8 - 10 - Above Average
4 - 7 - Average
0 - 3 - Below Average

(10 Points) MANNER:

The demonstrated ability to remain unflappable under normal office pressures and during office crises.

8 - 10 - Above Average
4 - 7 - Average
0 - 3 - Below Average

POTENTIAL:

The rater is required for this category to discuss the potential for promotion and for participation in the Agency Upward Mobility Program for every secretary evaluated. For those secretaries that fall into the Limited Potential (LP) and Sub-standard (SS) categories, the rater must discuss the reasons why the employee has in his opinion received the low rating. In addition, he must recommend remedial action that could be taken to improve or rectify the employee's difficulties, i.e., training courses, transfer, termination.

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TOTAL SCORE _____

TYPED NAME & SIGNATURE OF RATER

DATE